- **Image Mode** – changes the display of the image from color (*Default*) to grayscale, black and white, or a watermark. This setting affects only the display and printing of the image; the original image file remains unchanged.

- **Crop Image** – places cropping handles around the image. Drag a handle to crop (hide) the edges of the image.

- **Flip Horizontally** and **Flip Vertically** – changes the orientation of the image.

- **Rotate** – places rotation handles around the image.

- **Transparency** – adjusts the degree of transparency of the image between 0% (opaque) and 100% (fully transparent).

- **Color** – opens the Color toolbar (Figure 182) to adjust the values of the red, green, blue colors, brightness, contrast and gamma.
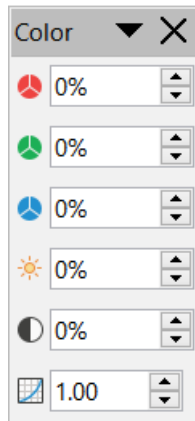

Figure 182:
Color toolbar

Using the Properties deck in the Sidebar

Some of the settings in the Image toolbar are also available in the Properties deck in the Sidebar when an image is selected. The options on the Properties deck include the **Color**, **Line**, **Transparency**, and **Position and Size** settings.

Adding text

You can add text to an image or drawing object. That text will move with the image when the image is repositioned. For more information on adding text to images, see the *Draw Guide*.

1) Double-click on the image. The text cursor flashes in the center of the image. The Text Formatting toolbar automatically opens at the top of the spreadsheet.

Figure 183: Text Formatting toolbar for images

2) Type your text and use the tools on the Text Formatting toolbar to format it. Most of the tools are the same as those for formatting text in cells.

3) To adjust the position of the text or how it appears in the image, right-click on the image (when the text cursor is flashing) and select **Text** in the context menu to open the Text dialog (Figure 184).

4) Make any necessary changes and click **OK** to close the dialog.